



### **GUIDELINES FOR ACCESS TO PUBLIC RECORDS**

Public records maintained by the Victim Compensation and Government Claims Board (hereinafter "Board") are available for public inspection according to the following procedures:

1. Requests for inspection or copying of public records:
  - a. Should be directed to:

Public Information Office  
Victim Compensation and Government Claims Board  
630 K Street, Fifth Floor  
Sacramento, CA 95814  
(800) 777-9229
  - b. Should be specific, focused and not interfere with the ordinary business operations of the Board. Where a request is not specific and focused, Board staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions on how to overcome practical barriers to disclosure. The operational function of the Board will not be suspended to permit inspection of records during periods in which such records are reasonably required by Board personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
  - c. Should sufficiently describe the records so that they can be identified, located and retrieved by Board personnel.
  - d. Can be made orally or in writing, but the Board encourages written requests.
2. The Board may refuse to disclose any records which are exempt from disclosure under the Public Records Act. (See, e.g., Gov. Code § 6254, et seq.)
3. Records are available for inspection during regular business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m.
4. Inspection of records will be allowed upon conditions determined by the Board. Upon either the completion of the inspection or the oral request of Board personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting Board records shall not destroy, mutilate, deface, alter, or remove any such records from the Board's office. The Board reserves the right to have Board personnel present during the inspection of records in order to prevent the loss or destruction of records.

5. Copies of records that are not exempt from disclosure are available upon pre-payment of the copying costs (10 cents per page.)
6. These guidelines shall be posted in a conspicuous public place at the Board, and a free copy shall be provided upon request.

April 2006